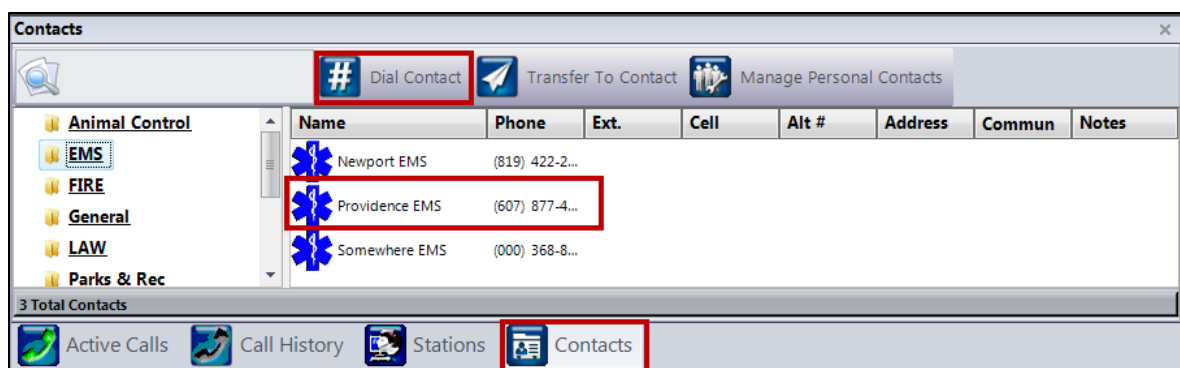


Searching for Contacts

Search for a Contact by name by clicking in the search box (next to the magnifying glass), and begin typing the name of the Contact. The list in the right side of the Contacts Explorer window will “filter” to those that match what is entered in the search box.

Conferencing Calls via Contacts

Contacts can be speed-dialed from the Contacts Explorer window.



To Speed Dial a Contact

1. In the Contacts Explorer window, select a category from the list of folders on the left side. The Contacts for the selected folder will open in the right side.
2. Search for a Contact by name by clicking in the search box (next to the magnifying glass), and begin typing the name of the Contact. The list in the right side of the Contacts Explorer window will “filter” to those that match what is entered in the search box.
3. Select the Contact to be dialed
4. Select the Dial Contact button, right-click the contact entry and select Dial Contact, or double-click the contact. xT911 will automatically speed-dial the selected contact’s primary phone number.

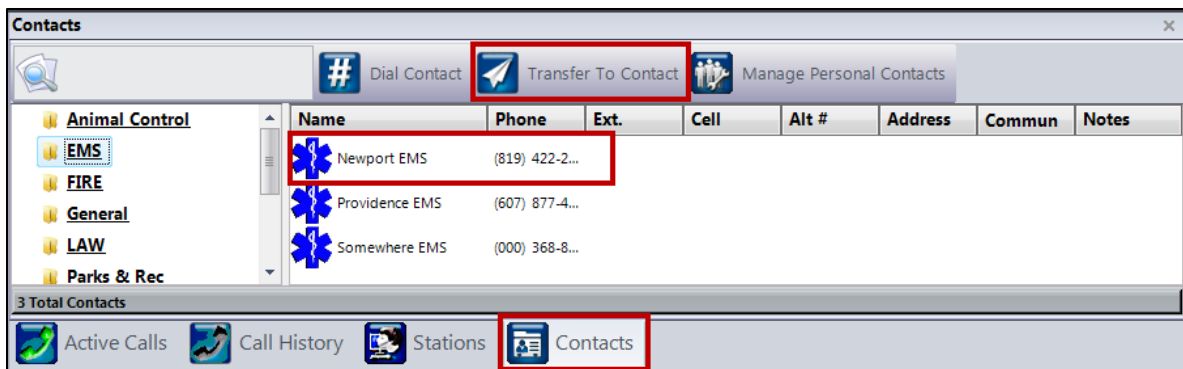
To speed-dial a cell or alternate number for the selected contact, right-click the contact and select the appropriate number from the list.

Transferring Calls via Contacts

You can transfer a call to a contact via the Contacts Explorer window.

To Transfer a Call to a Contact

1. In the Contacts Explorer window, select the Contact to be dialed.



2. Select **Transfer to Contact** or right click the contact and select **Transfer to Contact**.
xT911 will transfer the call to the selected contact's primary phone number.



Remember: Transferring does not give the option to “pre-announce” the caller. Transfer is “blind.”